

COSHH* - Metalworking Fluids Checklist

(*Control of Substances Hazardous to Health)

For support in carrying out a COSHH assessment, please contact the Health, Safety and Welfare Team by e-mailing: safetyadvice@gov.im

Department:

Address:

Useful Links:

- HSE COSHH - <https://www.hse.gov.uk/coshh/>
- IOM Government Guidance Document - Audit Your COSHH Assessment and Controls - HSW - 116 - 09.2022
- IOM Government Guidance Document - COSHH Risk Assessment for Employees - HSW - TBC - 09.2022
- IOM Government Toolbox Talk - COSHH and Respiratory Sensitisers

Are welfare facilities adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Is provision made for washing and cleaning of contaminated areas of skin?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Is manual mixing of fluids avoided where practicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Are splash guards provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Are staff trained in the risks and control measures	<input type="checkbox"/> Yes

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when using metalworking fluids?	<input type="checkbox"/> No Comment:
Is the flow rate correctly adjusted to: <ul style="list-style-type: none"> • Minimise misting? • Avoid overheating? • Avoid splashes? 	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Are procedures in place to stop fluid flow when the machine is not in use?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Are procedures in place for the removal of tramp oil?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Is there a procedure to ensure that only highly-refined neat oils are used?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
When using water mix fluids, are the correct concentrations known and used?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Are top-up oils available at below working strength?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Are corrosion inhibitors used at the correct concentration?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
If synthetic oils are topped up with water are the manufacturer's guidelines available to all staff who may carry out the process?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
If synthetic oils are topped up with water are the manufacturer's guidelines being followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Is a competent engineers appointed to advise on maintenance?	<input type="checkbox"/> Yes <input type="checkbox"/> No



	Comment:
Are manufacturer's instructions being adhered to for maintenance?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Are fluids replaced and levels monitored, as necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Are measures in place to reduce tramp oils leaking into the sump?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Are filters inspected for blockages and slime formation?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Are fines removed regularly, avoiding manual removal?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Neat Oils	
Check oil colour and appearance daily.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Check sump fluid temperature and ensure there is no significant difference against room temperature.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Check fines levels – properly managed systems should result in no more than 100mg of fines per litre of fluid.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Water Mix Fluids	
Check input water for quality.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Check fluids for appearance and odour.	<input type="checkbox"/> Yes



	<input type="checkbox"/> No Comment:
Check tramp oils levels and compare with manufacturer's guidance.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Carry out checks for bacteria.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Measure fluid concentrations and pH levels.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Check biocide concentrations.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Records	
Keep accurate records.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Personal Protective Equipment (PPE)	
Is adequate provision made for storage of PPE?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Where required, are gloves provided to BS EN 374?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
If there is a risk of abrasion or cuts are gloves provided to BS EN 374 and BS EN 388 standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Are gloves properly maintained, inspected and replaced as necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:



<p>If there is a risk of splashing are coveralls and eye protection provided?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>Is PPE provided which is resistant to the metalworking fluids in use?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>Skin Care</p>	
<p>Do staff keep hands and skin clean?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>Are barrier creams provided to protect skin from oils?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>Are cleaning and moisturising creams available for use after working with metalworking fluids?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>Is there a procedure for health surveillance, in particular, risks from dermatitis?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>Housekeeping</p>	
<p>Is a spill procedure in place and operative?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>Are spilled fluids appropriately disposed of? Spilled fluids should not be placed in the machine as this may contaminate the contained fluids and reduce efficacy.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>Are procedures in place for cleaning sumps?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>Is a vacuum cleaner provided for removal of waste and swarf? Avoid the use of compressed air.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>



Are laundry facilities available for contaminated items such as overalls?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Are all staff trained in the system for maintaining and using metalworking fluids?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Are there adequate levels of supervision?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

